

*West Park United Methodist Church*  
*625 Shiloh Pike Bridgeton, NJ 08302*

(856) 451-6363

westparkumc40@gmail.com

## FACILITY USE FORM

### USER IDENTIFICATION

User's Name: \_\_\_\_\_

User's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ (Primary) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Cell)

Group Name (if applicable) \_\_\_\_\_

### USER CLASSIFICATION

Member

Sponsored User – Name of Sponsor \_\_\_\_\_

\*Sponsor is responsible for insuring that all facility use regulations are followed and must be present during the event

Outside User

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

(must be at least 3 weeks prior to event)

Date(s)/Time(s) of Event: (be sure to include set up dates/times)

\_\_\_\_/\_\_\_\_/\_\_\_\_ From: \_\_\_\_ AM/PM to \_\_\_\_ AM/PM

\_\_\_\_/\_\_\_\_/\_\_\_\_ From: \_\_\_\_ AM/PM to \_\_\_\_ AM/PM

\_\_\_\_/\_\_\_\_/\_\_\_\_ From: \_\_\_\_ AM/PM to \_\_\_\_ AM/PM

### TYPE OF EVENT (check all that apply)

#### Wedding

Wedding

Rehearsal

Rehearsal Dinner

Reception

(A separate Wedding packet

should be obtained from the

Office at the time of application)

#### Athletic

Game(s)

Practice(s)

#### Social

Luncheon/Dinner

Meeting

Shower

Birthday /

Anniversary Party

#### Meeting

Committee

Small Group

Large Group

**Other (describe):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ESTIMATED ATTENDANCE

Adults \_\_\_\_\_ Children (under 18) \_\_\_\_\_ \*\*

\*\*There must be at least 1 adult for every 10 children

### AREA(S) TO BE USED

(Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Sanctuary       | <input type="checkbox"/> Multipurpose Room           |
| <input type="checkbox"/> Gathering Space | <input type="checkbox"/> Large Group Meeting Room    |
| <input type="checkbox"/> Kitchen         | <input type="checkbox"/> Classroom(s) # _____ needed |

### EQUIPMENT NEEDED

- |  |   |
|--|---|
| <input type="checkbox"/> Sound Board / Microphones                 | <input type="checkbox"/> Overhead Projector         |
| <input type="checkbox"/> Portable PA System<br>(Multipurpose Room) | <input type="checkbox"/> Round Tables # _____       |
| <input type="checkbox"/> TV/VCR/DVD                                | <input type="checkbox"/> Rectangular Tables # _____ |
| <input type="checkbox"/> Portable Projector Screen                 | <input type="checkbox"/> Folding Chairs # _____     |
|  | <input type="checkbox"/> Lectern                    |

### FOOD SERVICE / KITCHEN USE

Will food be served?

- Yes  
 No

Will Kitchen Appliances be used?

- Yes  
 No

Will Kitchen be used?

- Yes  
 No

Name of Caterer:

\_\_\_\_\_

Caterer Contact # \_\_\_\_\_

### DECORATIONS

Describe the type(s) of decorations and area(s) to be decorated:

\*Balloons are not permitted in the Sanctuary or

Multipurpose Room and Glitter is not allowed anywhere\*

**\*No open flame items shall be used anywhere in the facility or on Church property.**

*(Sterno type warmers for food service and unity wedding candles are acceptable but both should be used with extreme caution)*

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## SIGNATURE PAGE

### ACKNOWLEDGEMENT

I have read the attached Policies and Guidelines Governing Facility Use and agree to abide by all provisions set forth in them.

\_\_\_\_\_ (Signature of User)

### HOLD HARMLESS / INDEMNIFICATION AGREEMENT

This agreement between West Park United Methodist Church (The Church) and \_\_\_\_\_ (Occupant), entered into this date \_\_\_\_/\_\_\_\_/\_\_\_\_ for the use of the premises located at 625 Shiloh Pike, Bridgeton, New Jersey (The Premises) in consideration of the mutual promises contained herein the parties hereby agree that the aforementioned Occupant will save, indemnify, and hold harmless The Church from any and all claims which result in bodily injury or property damage received as a result of the activities to be conducted at The Premises by all employees, volunteers, participants, or anyone associated with Occupant during such time as Occupant is utilizing said facilities.

Furthermore, the Occupant understands that the responsibility to obtain insurance is not the duty of The Church. It is required that the Occupant obtain separate insurance in accordance with the use of the facilities. The Occupant agrees to abide by all laws, ordinances and regulations in effect by any government unit with appropriate jurisdiction. The Church may terminate this agreement at any time with prior written notice.

Signed \_\_\_\_\_ for the Occupant

Signed \_\_\_\_\_ for the Church

I certify that I have obtained necessary Insurance protection to cover the event(s) indicated in this agreement

\_\_\_\_\_ (Signature of User)

### INSURANCE INFORMATION

Name of Carrier \_\_\_\_\_ Policy # \_\_\_\_\_

FOR OFFICE USE ONLY

Application Received Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Security Deposit Received Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount - \$ \_\_\_\_\_ Check # \_\_\_\_\_

Certificate of Insurance (or verification) Received Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approval Granted / Denied Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

By \_\_\_\_\_

Applicant Notified

By Phone Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

By Email Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Event Placed on Church Calendar Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Event Confirmed by Applicant Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rental / Facility Management Fee Received Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount - \$ \_\_\_\_\_ Check # \_\_\_\_\_

Rental Fee waived by \_\_\_\_\_

(signature) \_\_\_\_\_

Facility Attendant Fee Received Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount - \$ \_\_\_\_\_ Check # \_\_\_\_\_

Custodial Fee Received Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount - \$ \_\_\_\_\_ Check # \_\_\_\_\_

Sound System Operator Fee Received Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount - \$ \_\_\_\_\_ Check # \_\_\_\_\_

Key Issued Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Post Event Inspection Completed Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

By \_\_\_\_\_

Key Returned Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Security Deposit Returned Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount - \$ \_\_\_\_\_ Check # \_\_\_\_\_

Name of Facility Attendant Assigned \_\_\_\_\_

Name of Custodian Assigned \_\_\_\_\_

Name of Sound System Operator Assigned \_\_\_\_\_

## Facility Use Fee Schedule

Rental Fees/ Deposits	Member	Sponsored User	Outside User
Security Deposit (Refundable)*	\$200	\$200	\$200
Sanctuary	\$75	\$75	\$150
Gathering Space	\$75	\$100	\$300
Multipurpose Room/Gym	\$75	\$200	\$500
Kitchen	\$75	\$75	\$75
Meeting Room	NC	\$25	\$25

Other Fees**	Member	Sponsored User	Outside User
Facility Attendant	NC	NC	\$20/hr. \$40 - Minimum
Custodial	\$100 - Sanctuary & Gathering Space \$150 - Multipurpose Room	\$100 - Sanctuary & Gathering Space \$150 - Multipurpose Room	\$100 - Sanctuary & Gathering Space \$150 - Multipurpose Room
Sound System Operator	\$25/hr. \$50 - Minimum	\$25/hr. \$50 - Minimum	\$25hr. \$50 - Minimum

These fees **DO NOT** include setting up of tables and/or chairs. If you wish for us to set up tables/chairs there will be a **\$50 - \$75 fee** depending on the amount you request set up.

**\*\*For Weddings Ceremonies in the Sanctuary please see attached Wedding Fee Schedule**

**\*\*Kitchen Use is defined as preparing food, using the oven and/or stove.**

**\*\*Non-Profits and other Churches using the Multipurpose Room/Gym - DONATION plus Custodial fee, Kitchen fee, Facility Attendant fee and Security Deposit.**

## **POLICIES AND REGULATIONS GOVERNING FACILITY USE**

Church Facilities are available for use by members of West Park United Methodist Church and outside groups for activities and functions consistent with the Christian Values of our denomination and congregation. The Board of Trustees, in consultation with the Pastor and/or the Administrative Board, reserves the right to deny facility use for activities deemed to be in contradiction of these values.

### **GENERAL**

The use of alcohol, drugs and tobacco in the Church Facilities and on Church property is STRICTLY PROHIBITED.

Dancing of a suggestive nature, music with objectionable/vulgar lyrics and R-rated movies are also strictly prohibited in Church facilities. Users are required to use extreme discretion in these areas.

### **USERS:**

Members - Members are responsible for the conduct of their guests while using Church Facilities, for the return of the facility to its pre-event condition, and for securing the **entire** building at the conclusion of the event. A key to the building can be obtained from the Church Office 48 hours in advance of the event and must be returned before the Security Deposit is refunded.

Sponsored Users - Sponsoring Members MUST BE IN ATTENDANCE AT ALL TIMES THAT THE BUILDING IS IN USE (Including set-up and breakdown) and are responsible for the conduct of their guests while using Church Facilities, for the return of the facility to its pre-event condition, and for securing the **entire** building at the conclusion of the event. A key to the building can be obtained from the Church Office 48 hours in advance of the event and must be returned before the Security Deposit is refunded.

Outside Users - Outside users are responsible for the conduct of their guests while using Church Facilities, for the return of the facility to its pre-event condition (unless other arrangements have been made and approved by the Board of Trustees). The Facility Attendant MUST BE IN ATTENDANCE AT ALL TIMES THAT THE BUILDING IS IN USE (including set-up and break-down) and will be responsible for opening and securing the building.

### **DATES/TIMES/TIMELINES:**

Applications for Facility Use must be submitted no later than 3 weeks prior to the scheduled event date. Applicants will receive notice of approval/denial within 7 days of application submission.

The facilities **WILL NOT** be available on the following days:

SUNDAYS\*

Friday or Saturday prior to CHRISTMAS

CHRISTMAS EVE or CHRISTMAS DAY

Friday or Saturday prior to PALM SUNDAY

Monday through Saturday of HOLY WEEK (the week prior to Easter)

2 weeks prior to and the week of Vacation Bible School

**\*Exception:** Members and Sponsored Users may be approved for use on Sundays between the hours of 2:00 pm and 5:00 pm if there is no conflict with Church sponsored events and the event is consistent with the Sabbath teachings of the Church

**DATES/TIMES** (continued):

Event Times - No event may be scheduled to begin before 9:00 AM and MUST conclude by 10:00 PM. (If requested, the building may be available ½ hour prior to the event for set up and a ½ hour after the event for break down)

**ALL REQUEST ARE SUBJECT TO FACILITY AVAILABILITY AND NO EVENT MAY BE SCHEDULED IN CONFLICT WITH ANY CHURCH SPONSORED ACTIVITY. APPLICANTS ARE ENCOURAGED TO AVOID PUBLICIZING THEIR EVENTS UNTIL FINAL APPROVAL IS GRANTED BY THE BOARD OF TRUSTEES OR ITS DESIGNEE.**

**TYPE OF EVENTS:**

All activities and functions must be consistent with the Christian Values of our denomination and congregation. The decision of event suitability is reserved to the Board of Trustees and will be considered to be final.

**ATTENDANCE:**

Fire Code Regulations and Insurance requirements prohibit attendance to exceed allowable limits as delineated below:

Sanctuary - 324 persons

Gathering Space - 216 persons seated (100 persons w/ table and chairs)

Multipurpose Room - 600 persons seated (471 persons w/ table and chairs)

Large Group Meeting Room - 128 persons seated (59 persons w/ table and chairs)

Classroom - 25 persons

All events involving minors (under the age of 18) must meet the minimum supervision requirement of 1 adult for every 10 minors present.

**AREA(S) TO BE USED:**

The Sanctuary may be used only for worship, Christian education and other formal gatherings (weddings, funerals, ceremonies, etc). NO FOOD is ever permitted in the Sanctuary. These requirements shall be strictly enforced.

The Gathering Space may be used for meetings, small social gatherings, and reception lines. Food service in the Gathering Space is limited to beverages, snacks, hors d'oeuvres, finger foods, etc. (No sit down food service will be permitted unless requested and approved by the Board of Trustees or its designee.)

The Kitchen **must be** requested and used for any event involving the preparation and distribution of food and beverages. Request for the use of the stoves/ovens must be indicated on the application form. Users are welcome to use outside caterers, with the understanding that ultimate responsibility for the kitchen use and cleanliness remains with the user.

The Multipurpose Room should be used for all events involving more than 100 persons, for sit down or hot food service, athletic/recreational activities or other events not deemed appropriate for the sanctuary.

The Large Group Meeting Room and Classrooms should be used for most meetings and other educational purposes. Food service in these rooms should be limited to beverages and snacks.

**BUILDING AND AREA ACCESS:**

Events are limited to the area(s) of the building requested and restrooms. NO ROOMS OR AREAS are to be accessed unless specific permission has been granted through the application process.

**\*\*AT NO TIME SHALL THE SANCTUARY BE ACCESSED** unless use has been granted as part of the approval process. Building access shall be through designated doors only, and shall be indicated at the time of application.

**EQUIPMENT NEEDED:**

Portable PA System - A portable Public Address system is available for use in the Multipurpose Room, however, its capabilities are limited. Large events are encouraged to arrange for professional services.

Tables, Chairs, Lectern, etc. are available upon request. Set Up, Take Down and proper storage are the responsibility of the user.

\*\*Please see **Sound System Operator** section for information regarding sound system usage in the Sanctuary.

\*\*There is no "rental fee" for equipment, however any damage or loss of Church owned equipment is considered to be the responsibility of the user and the repair/replacement costs will be deducted from the Security Deposit.

**FOOD SERVICE/KITCHEN USE RULES:**

~Users are responsible for providing tablecloths, napkins, paper products, coffee, tea, creamer, sugar and all other staples.

~All food items (perishable and non-perishable) should be removed from the kitchen after use.

~Wash, dry and return all dishes, pans, utensils, etc. to their proper location.

~Clean all counter tops, serving carts, sinks, appliances, etc.

~If used, dish towels and dish rags should be laundered and returned ASAP.

~All trash, properly placed in plastic bags, MUST be cleaned up immediately.

~ALL FOOD SPILLS in the kitchen and in the eating areas MUST be cleaned up immediately.

~Users of any appliances should refer to and follow instructions posted on each piece of equipment.

~Kitchen floor must be swept and cleaned after use.

\*\*Users are responsible for seeing that these rules are followed by any outside vendors\*\*

\*\*Caterers should be given a copy of the guidelines for kitchen use (available upon request)\*\*

**DECORATIONS:**

All decorations in the Sanctuary and Gathering Space should be free standing. No decorations may be attached to any walls.

Decorations in the Multipurpose Room may be attached with tacks or brads to the wooden rails on the block walls.

**AT NO TIME SHOULD TAPE OR STAPLES BE USED TO HANG/SECURE DECORATIONS TO WALL OR FURNITURE.**



### **SOUND SYSTEM OPERATOR, WEDDINGS:**

Please contact our music director, Karen Johns at 609-319-8163, to arrange for a Sound System Operator. She can answer any questions you may have regarding sound or music for your wedding.

Sound System Operator will be paid \$25 per hour, or \$50 minimum, (if a rehearsal or event is less than 2 hours it will still be \$50)

#### Wedding Rehearsals:

Paid time starts 30 minutes before the schedules starting time. Paid time ends 15 minutes after the rehearsal ends. If the operator is also the Facility Attendant then paid time ends when everyone has left the building.

#### Wedding Ceremony:

Paid time starts 30 minutes before the scheduled starting time and will end 15 minutes after the ceremony is over.

*EXAMPLE:* If the wedding is scheduled to start at 2:00 pm the Sound System Operators paid time begins at 1:30 pm. The fee will be \$25 per hour starting at 1:30 pm with a \$50 minimum.

**\*Payment** should be made for both the rehearsal and wedding at the end of the wedding ceremony.

### **FACILITY ATTENDANT:**

If you are not a member of West Park United Methodist Church you are required to have a facility attendant present during your event.

- Facility Attendant will be paid \$20 per hour with a \$40 minimum.
- Paid time begins at the requested time to open the Church and will end when everyone has left the building.

*EXAMPLE:* Your event is on a Saturday from 2:00 to 5:00 pm. You would like to begin set up in the building at 11:00 am. Paid time begins at 11:00 am and will end whenever the clean-up is finished and everyone has left the building. If you request to be in the building at 11:00 am but are running late and you don't arrive until noon the attendant is paid starting at 11:00 am as you requested.

**\*Payment** is due at the end of the day.

### **EMERGENCY:**

\*\*In the event of an emergency and/or the fire alarm sounding exit the building in a safe and orderly manor via the posted emergency exits. Move away from the building to a safe distance.

**Contact 9-1-1** (if applicable) and wait outside until further instructions from emergency service personal or a Church designee.

\*\* If a medical or police emergency arises **call 9-1-1**. There is a phone located in the kitchen.

\*\* **FIRST AIDE KIT** is located in the kitchen in the cabinet to left of the rear door.

Advise the Facility Attendant of any incident so a Matter of Record (MOR) form can be completed.

The Church address is **625 Shiloh Pike Bridgeton, NJ 08302**.

## **INSURANCE:**

All users will be required to provide a certificate of liability insurance, naming West Park United Methodist Church as an ADDITIONAL INSURED on the declaration page or certificate of insurance. The date of the event must be stated on the declaration page.

In addition, outside 3<sup>rd</sup> party users will require:

- General liability insurance which should be in the amount of:

Individual: \$300,000

Organization: \$500,000 - 1 million

- A copy of your declaration page or Certificate of Insurance
- If you are hiring a caterer for your event you must provide the caterers insurance information and workmen compensation insurance in the amounts listed below.

E.L. Each Accident \$100,000

E.L. Disease - Policy Limit \$500,000

E.L. Disease - Each Employee \$100,000

In the event that you do not have insurance you may purchase a Special Event Policy from an Insurance Company or from the company that our Church uses. Their information is listed below.

Sovereign Insurance Group

p 610.535.6800 x 3389 | f 610.535.6810

Online application is available at <https://coversmart.org/sovereigninsurancespecialevents>

## **PRE-EVENT/POST-EVENT RESPONSIBILITIES AND REGULATIONS:**

- All trash should be removed from the building and placed in the dumpster or dumpster area.
- All decorations, food and personal equipment brought into the facility must be removed at the conclusion of the event.
- Tables and chairs should be placed properly on the storage racks and returned to the proper location.

(For events scheduled other than Saturday evening the removal of decorations, food, etc. may take place by noon of the following day WITH THE APPROVAL OF THE BOARD OF TRUSTEES or its designee.)

- A complete building check should be completed before exiting.
- Thermostats should be set back to posted limits
- Bathrooms should be checked to see that toilets are flushed and water is turned off.
- Lights should be turned off.
- All windows and doors closed and locked.

**(NOTE TO OUTSIDE USERS** - The facility attendant will complete the building check at the conclusion of the event.)

The Facility Attendant (or member of the Board of Trustees) shall complete a facilities check list at the conclusion of the event. They will note the condition of the areas used, damage or loss of church equipment and compliance with other regulations/responsibilities of facility use. This report should be submitted no later than 48 hours after the event, with a copy forwarded to the user.

## **FEES AND DEPOSITS:**

Your date will not be reserved until your Security Deposit is received. Security Deposits should be submitted as a separate payment from the rental fees. Your Security Deposit will be deposited into our "Security Deposit" checking account.

**Rental fees** are due 7 days prior to the event. (Rental fees may be reduced or waived at the discretion of the BOARD OF TRUSTEES or its designee.)

Your security deposit will be refunded upon:

- submission of the facilities inspections report
- return of Church key (if issued)
- payment of all applicable fees

Deductions from the Security Deposit will be made for:

- damage to the facility
- damage or loss of Church owned equipment
- excess cleaning cost including - spot and stain removal, completion of clean-up, setup/break down that was the responsibility of the user (\$25/hr)
- failure to pay applicable fees

\*\*Costs due to damage in excess of the Security Deposit will be billed at fair

***\*\*The fee structure along with this "Facility Use" application has been developed by the Board of Trustees and has been approved by The Administrative Board of the West Park United Methodist Church.\*\****